

# Washington State University

## Academic Advisor Career Ladder

The University Academic Advising Executive Council (UAAEC) and Advising Consultant Group (ACG), in conjunction with the advising community at Washington State University, seek to develop and sustain the high quality-advising program that supports student success and achievement and aligns with the University goal of a Transformative Student Experience. To that end, a path to promote and retain our best and most experienced academic advisors is critical. By developing rigorous standards, maintaining high expectations, and using an appropriate annual evaluation process, we will emphasize and expand the quality advising practice, behaviors, and values to which we desire all advisors to aspire.

In establishing a promotion structure for academic advisors, the goals are to:

- Retain a core group of the most qualified advisors to sustain and advance quality advising in each college and advising unit across WSU
- Reward those advisors who contribute to the professionalism, development, and implementation of effective advising practices
- Develop a cadre of advisors who will provide leadership for new initiatives
- Recognize and promote professional advising practices that improve the quality of the undergraduate educational experience
- Develop a cadre of experienced advisors to serve as resources and mentors for newer advisors
- Advance practices that support WSU Core Advising Responsibilities

### **New Hires**

New academic advisors (Academic Coordinator/Advisor or Student Services Coordinator/Advisor) are hired at the level and salary range determined by the department/college and within HRS recommended guidelines based on:

- Qualifications
- Prior undergraduate advising experience
- WSU experience
- College/department need

New academic advisors will have extensive University and departmental training opportunities and assume a student caseload appropriate to the advisor's skill level.

*NOTE: Specific duties of academic advisor are based on university advisor position description, University Core Advising Responsibilities, and the needs of the department.*

### **Career Ladder Guidelines**

1. While all academic advisors are expected to meet or exceed advising standards set forth in the evaluation process, the choice to seek promotion is best when based on mutual agreement between the supervisor and employee.
2. Supervisors/Managers will work with their appointing authority to develop unit-specific criteria that meets the needs of the department/college, enabling promotion within the advising classifications that closely follows the criteria set forth in this document, the *WSU Core Advisor Responsibilities*, and *Advisor Evaluation for Chairs/Directors*.
  - a. Each department or college will establish and publish a process for review of promotion materials that closely follows the criteria and timelines set forth in this document.
3. Within each title code there are opportunities to grow and advance in responsibilities within that university classification; if applicable and funding is available, there may be opportunities for salary increases within that classification.
4. Determination of eligibility for promotion and development of the promotion materials is the responsibility of the employee in collaboration with the supervisor/manager.
5. Submission and review of promotion materials are to be received by the appointing authority by January 31<sup>st</sup> or June 30<sup>th</sup>

### **Promotion Levels (Academic Coordinator/Advisor 1, 2, 3; Student Services Coordinator/Advisor 1, 2, 3)\*:**

- *Academic Advisor 1:* Entry level positions with designated areas of responsibility and job knowledge
  - One promotion level
- *Academic Advisor 2:* Increased levels of advising responsibility and job knowledge or newly designated responsibility in advising
  - One promotion level to Academic Advisor Senior (working title)
- *Academic Advisor 3:* Increased areas of advising responsibility and leadership within college or unit; may leadership in university academic advising initiatives; may include supervision.

\*In accordance with BPPM 60.12 [and within the following reasons: significant changes in duties; retention (difficulty retaining, etc;) extraordinary merit; and internal or external equity and/or market conditions], contingent on satisfactory performance and available funding, the advisor's department may increase the salary to the mid-range of the HRS recommended salary range or by a reasonable percentage depending on the initial salary at time of hire (typically not to exceed 10%). This recognizes the advisor's performance with advising practice, advising knowledge, and professional engagement within the advising unit and the University advising community.

### **[New Hires] Promotion Option: After second year and/or no later than start of third year**

At the advisor's **second full-year annual review**, supervisors/managers will evaluate the performance of the advisor and the needs of the unit/college, to determine if a promotion within the current title/level or if a title/level change is applicable. Promotion will be based on performance criteria, advisor self-evaluation, and preparedness to accept higher-level additional responsibilities. If the promotion is approved, it may be accompanied by:

- An increase in pay depending on available funding, support for travel to a conference or other professional development opportunity
- Assignment of additional projects/responsibilities requiring higher-level knowledge
- A change in working title, reflective of new responsibilities

### **[Current Advisors] Promotion Option: After fourth year**

At the **fourth full-year annual review**, supervisors/managers will evaluate the performance of the advisor and the needs of the unit/college to determine if a promotion within the current title or a title change is applicable. Promotion will be based on performance criteria, advisor self-evaluation and, preparedness to accept higher-level additional responsibilities. If the request is approved, promotion may be accompanied by:

- An increase in pay depending on available funding, funding for professional development opportunities or support of conference travel;
- Assignment of additional projects/responsibilities requiring higher-level knowledge, on-going coordination of academic success programs, and/or supervision of student staff
- A change in working title, reflective of new responsibilities

### **Request for Promotion required materials (see BPPM 60.12):**

1. Current resume or curriculum vitae
2. Statement from advisor of why promotion is sought, how they meet the standards and responsibilities of an advanced advisor position, a completed self-evaluation rubric, and confirmed eligibility by supervisor.
  - a. Supporting documentation may be included (i.e., letters of support from students; results from most recent student satisfaction survey; feedback from student exit surveys; departmental advising assessments; awards received, etc.)
  - b. Examples of additional criteria may include innovation in advising practice, research in academic advising, completion of an advanced degree, participation in regional/national advising association, etc.
  - c. If salary increase is requested – supervisor will include a summary of salary increase amount as well as justification for the increase (see HRS guidelines above for salary increase).
3. Copy of current position description
4. Organizational chart supplied by supervisor/manager showing the advisor's position's relationship to other positions within the unit